DEPARTMENT OF FINANCE & ADMINISTRATION

Office of Personnel Management

# Change in Employment Status

| | | | |
|---|---|---|---|
| Business Area | Personnel Area | **PA 40**<br>☐ Termination<br>☐ Retirement<br>☐ DROP<br>☐ LWOP | Effective Date *(MM/DD/YY)* |
| Personnel Number | Position Number | | Social Security Number |

| |
|---|
| Employee Name *(Last, First, Middle)* |
| Agency Name |

## Create Actions (IT 0000)

| | |
|---|---|
| Reason for Action | Reason Description |
| Employment Subgroup *(For Retirement and DROP)* | |

## Monitoring of Dates (IT 0019) REQUIRED FOR TERMINATION AND RETIREMENT

| | | |
|---|---|---|
| Last Day of Pay | Reminder Date | Lead/Follow-up time *(e.g. 1 day)* |
| DROP Start Date | Reminder Date | Lead/Follow-up time *(e.g. 1 day)* |
| DROP End Date | Reminder Date | Lead/Follow-up time *(e.g. 1 day)* |
| Return from LWOP | Reminder Date | Lead/Follow-up time *(e.g. 1 day)* |

## Delimit Bank Details (IT0009)

Does Employee have a Direct Deposit Account(s)?

☐ Yes ☐ No *If Yes, attach Bank Details Form.*

***Upon Termination/Retirement, all Direct Deposit payments must be changed to payment via payroll warrant.***

## Objects on Loan (IT0040)

☐ A list of objects is included with this form. *(On the list, indicate each item returned and to be delimited.)*

## Contacts

| | | |
|---|---|---|
| Employee Signature *(if feasible)* | Date*(MM/DD/YY)* | Telephone |
| Submitting Office Contact | Date*(MM/DD/YY)* | Telephone |

## Authorization

| | | |
|---|---|---|
| ☐ Approved ☐ Disapproved | Approving Authority | Date *MM/DD/YY* |
| | Approving Authority | Date *MM/DD/YY* |